

SA/DPers

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30 AUG 1961

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MEMORANDUM FOR: Deputy Executive Officer, Office of Personnel

SUBJECT: Annual Report SA/DPERS

I

Activities for Fiscal Year 1961

The following activities are reported for Fiscal Year 1961 for the office of the Special Assistant to the Director of Personnel:

A. INVOLUNTARY SEPARATIONS PROCESSED

(1) Summary

	<u>Sel. Out</u>	<u>Other Invol. Separations</u>	<u>Failed 1st Yr.</u>	<u>Total</u>
Separated	2	1	0	3
Resigned in Lieu	5	72	37	114
Retired in Lieu	0	11	0	11
TOTAL	7	84	37	128

(2) An additional 40 cases referred by the Office of Security as security disqualifications were resolved by resignation.

B. ADVERSE ACTIONS OTHER THAN SEPARATIONS

(1) One selection out case was resolved through reassignment.

(2) Six non-selection out cases were resolved through reassignment and/or downgrading.

(3) Arrangements were made for placing approximately thirty-two employees in a probationary status and/or delaying the granting of PSI's, and/or issuing official reprimands.

(4) Thirteen suspensions for security infractions were processed upon recommendation of the employing offices.

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C. AGENCY REGULATION [REDACTED]

Review of four cases under Regulation [REDACTED], involving approximately thirty-five individuals, was begun in FY 1961. Review of one case (TSD) was completed. This will result in the optional retirement of one employee and the termination under 102(c) of two other employees. The latter two were authorized maximum separation compensation under Regulation [REDACTED]

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D. EMPLOYEE CONDUCT HANDBOOK

In accordance with instructions from the Special Assistant to the President, an Agency Notice and Handbook on Employee Conduct were drafted, have been approved, and will be published during FY 1962.

E. DISPOSITION BOARD ACTIVITIES

The Agency Disposition Board met five times and discussed nine cases. Disposition Board action led to the resignation of four employees, the retirement of two employees, selection out review in one case which subsequently resulted in reassignment and probationary period, and one termination under 102(c) with the employee applying for optional retirement in lieu thereof. In another case, no action was taken following Board review.

F. MEDICAL-SECURITY-PERSONNEL REVIEW PANEL ACTIVITIES

During Fiscal Year 1961 the MSP Panel reviewed a total of 202 cases. Of the cases actually discussed by the Panel, 67 individuals were recommended for approval, 120 for disapproval, and 15 were temporarily deferred. An Agency Regulation covering the operations of the Panel was prepared and coordinated.

G. OVERSEAS EVALUATION PANEL ACTIVITIES

The Overseas Evaluation Panel screened a total of [REDACTED] assignment candidates. Of the cases actually discussed by the Panel, [REDACTED] were considered to be of questionable suitability for overseas assignment. Upon further evaluation of the [REDACTED], the Panel recommended approval of [REDACTED] disapproval of 5, and temporary deferment of 1. An Agency Regulation on this Panel was also prepared and coordinated.

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H. OTHER RELATED ACTIVITIES

- (1) Six Salary Retention cases were received and processed in FY 1961.
- (2) Thirteen Notices of Levy were handled during Fiscal Year 1961.
- (3) Thirty-one Requests for Fitness for Duty Examinations were reviewed and forwarded to the Medical Staff.

II

Plans for Fiscal Year 1962 and Fiscal Year 1963

1. The office of the Special Assistant to the Director of Personnel supports Agency offices and career services in carrying out their responsibilities in the general area of separations and disciplinary actions. The Special Assistant to the Director of Personnel is responsible for representing the Director of Personnel in such cases, including cases which may involve involuntary separation, reduction in grade, suspension, and the separation of personnel considered surplus to Agency requirements. The Special Assistant provides staff support to the Director of Personnel in the development and administration of policies relating to such cases. He conducts liaison with other Agency officials on these matters and approves on behalf of the Director of Personnel personnel actions taken in connection with such cases. He also represents the Director of Personnel on the Medical-Security-Personnel Review Panel and the Overseas Evaluation Panel and provides staff support to such panels.

2. With the approval of the Headquarters Notice and Handbook on Employee Conduct, steps must be taken to assure compliance with the White House directive that it be read by all new employees at the time of entrance on duty and by all on-duty personnel semi-annually. Also, action must now be taken to prepare an appropriate field issuance corresponding to the Headquarters Handbook.

3. Finalization of the draft handbook for supervisors on the handling of employee conduct and disciplinary problems must also be undertaken on a priority basis.

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4. Further refinement of the Agency procedures under Regulations [REDACTED] will be required, especially in view of the actions and recommendations anticipated thereunder from the Clandestine Services Career Service. The creation of a board to advise the Director of Personnel on matters relating to Regulation [REDACTED] is being undertaken.

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[REDACTED]
Special Assistant to
the Director of Personnel

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